

Spec Code: 3856(4002)  
Occ. Area: 04  
Work Area: 443  
Prom. Line: none  
Prob. Period: 6 mo.  
Effective Date: 06/01/00

## **MEDICAL RECORD TECHNICIAN**

### Function of Job

Under general supervision, to perform complex and specialized clerical work assignments in the preparation and maintenance of medical records for a health care facility or program.

### Characteristic Duties and Responsibilities

1. using standard indexing systems, completes source documents relating to the diseases and operations of patients
2. analyzes the coding of documents for errors or omissions
3. distributes analyses of charts and medical records to staff members requiring such information
4. maintains indexes according to established plans and procedures
5. prepares materials for cross references of records
6. tabulates simple data from medical records
7. prepares statistical reports
8. secures information for special projects, such as Cancer Registry or reports for accreditation agencies
9. maintains record system for follow-up patient care
10. secures information from patients' medical records for release to authorized individuals or agencies
11. assists superior in training, orienting, and directing the activities of clerical staff; allocates and reviews their work as assigned
12. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. registration as an Registered Health Information Administrators (RHIT) by the American Health Information Management Association if required by the employing department. If registration is not required, the applicant must have 18 months of experience in the preparation and maintenance of medical records in a health care facility or program.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. mathematical ability
2. ability to type at the rate of 15 net words per minute